

**THE MATTABASSETT DISTRICT**

**Memorandum**

Date: October 10, 2018

Subject: October 9, 2018 Human Resources  
Committee Meeting Minutes

To: Board of Directors

From: Human Resources Committee, and  
Arthur G. Simonian, Executive Director

AGS

**Human Resources Committee  
October 9, 2018 Meeting Minutes**

The Human Resources Committee met Tuesday, October 9, 2018 at The District offices at 245 Main Street, Cromwell, Connecticut.

The Chair, Tom Tokarz called the meeting to order at 5:37 PM. In addition to the Chair, present were Committee Members - Mary Marrocco, Tonilynn Collins, Jim Fallon and Doug Sienna. Committee Member Joseph Samolis was absent. There was a quorum. Also present were Board Chairman – John Dunham and Executive Director – Arthur Simonian.

**The following is a summary of the meeting:**

**1) Assistant Maintenance Manager Position**

The committee reviewed and discussed the revised Job description for a new position of Assistant Maintenance Manager.

**Mr. Sienna moved, Mr. Fallon seconded, and the committee approved unanimously:**

**MOTION:** The Human Resources Committee recommends approval of a new position for Assistant Maintenance Manager to the Board of Directors beginning in FY2019 as described in the Job description.

**2) New Business and Staff Updates**

None discussed.

**Adjournment:**

**Mr. Sienna moved, no second needed and the committee approved unanimously to adjourn at 6:10 PM.**